

BELIKEYOU ONLINE KICK-OFF MEETING

2020-1-IT02-KA201-079565

ONLINE - December 2020 - Thursday 3, Friday 4, Thursday 10 and Thursday 17

MINUTES OF THE MEETING

Date: 03/12/2020 Starts at: 10h 00 min. Ends at: 13h 00 min.
Date: 04/12/2020 Starts at: 10h 00 min. Ends at: 13h 00 min.
Date: 10/12/2020 Starts at: 15h 00 min. Ends at: 18h 00 min.
Date: 17/12/2020 Starts at: 15h 00 min. Ends at: 18h 00 min.

There were present:

ORGANIZATION

ARTES
ARTES
ARTES
COLEGIUL ECONOMIC ION GHICA
COLEGIUL ECONOMIC ION GHICA
4 EPAL KAVALAS
4 EPAL KAVALAS
FUNDACJA JEDEN UNIWERSYTET
INTEGRA
INTEGRA
RAIBAIS KAKIS
RAIBAIS KAKIS
RAIBAIS KAKIS

NAME AND SURNAME

Alfredo Coltelli
Luca Taddei
Serena Barilaro
Carmen Radulescu
Suzana Camelia Ilie
Aggeliki Karanasiou
Dimitra Bogiatzoglou
Dariusz Janiec
Julio Romero Bedate
Jesús Sancho Revilla
Sergejs Andrejevs
Kirils Logins
Guntis Laganovskis

In attendance: **Luca Taddei**, Secretary of the Meeting

SUBJECT OF THE MEETING / AGENDA

The kickoff meeting aimed to start the cooperation and consolidate the partnership. The meeting ensured the provision of a timely action plan to all the partners. Project Management Plan, Quality Plan and Dissemination Plan were discussed and approved. The partners' role and responsibilities in respect to the IOs products and main phases of the project were discussed. All documents necessary for the project management were presented and the partners' bilateral agreements were proposed by the coordinator to the partners. Tasks and responsibilities were explained in detail and main activities were presented to let the partners take decisions on the precise scheduling for the following months. The IOs leaders presented in general the contents of the products they are going to create in order to share their perspective with the others and contribute to the creation of more targeted contents. Research phase of IO1 was discussed. It was reminded and explained project management activities and coordination principles; financial issues and reporting; communication strategy; evaluation and monitoring activities. IO1 has been agreed and methodology and times for IO2 is agreed. TPM2 Poznan and C1 Training were discussed.

DEVELOPMENT OF THE TOPICS UNDER DISCUSSION

DAY 1

On 3rd December the partners involved in the first Transnational meeting of the project BELIKEYOU, met online at 10.00. The meeting lasted 4 days and was attended by representatives of all the organizations involved in the project.

When all partners were present, Alfredo Coltelli, President of the Coordinator Partner ARTES - Associazione Toscana Ricerca e Studio, started the meeting with a welcome session, and expressed the full availability of all collaborators of the institution, specifically in reference to any possible difficulties and requests that the participants may have or feel.

Luca Taddei gave a short description of the Coordinator ARTES and of the activities that the organization promotes.

First moment of the meeting was a discussion on the aims and objectives of the project.

All partners introduced themselves. All presentations of the partners shown are available at the following link:

https://drive.google.com/drive/folders/19B_UcTlrGxILNYCYpQw6-aAO3AkMrrK?usp=sharing

The first day of the meeting continued with the explanation of the project activities by the coordinator.

Presentation of the project activities by the coordinator are available at the following link:

<https://drive.google.com/file/d/10qUVprYhHCyu5GEhV1u2ya9JQynklw1p/view?usp=sharing>

Day 1 finished at 13.00 Italian time.

DAY 2

On 4th December the partners involved in the first Transnational meeting of the project BELIKEYOU, met online at 10.00.

ARTES as coordinator opened a discussion on the working plan. Timetables were checked and next deadlines presented and discussed. Google Drive, Whatsapp group of the project was set up.

Quality Plan was presented by Epal Kavalas leader for quality issues. Quality plan presented is available at the following link:

<https://drive.google.com/file/d/1imWQeOBcz2zdpN-DCqcXWT0cktKtobiy/view?usp=sharing>

Together with Quality Plan it was presented by Epal Kavalas a proposal for TPMs format for quality questionnaires. The format was shared to the partners and commented by all. A final version was approved.

The final version of quality questionnaire is available at the following link:

<https://docs.google.com/forms/d/1lvnYxLnNMw3KY9IQSe7GSqqv-vEaNNuYIZ7uVNJrZyw/edit?usp=sharing>

Discussion on Dissemination was taken guided by the Coordinator and Fundacja Jeden Uniwersytet leading partner for dissemination.

Fundacja Jeden Uniwersytet asked the partners to fill a PPs Communication Channels charts to know the media used by the partners in their communication.

Fundacja Jeden Uniwersytet made 3 proposals for project identity (logo and dissemination materials). The project identity was voted through a Doodle and a proposal was approved.

All the partners decided to update and present the dissemination plan on Day 4 together with the implementation of project identity and project website. Coordinator ARTES bought the website domain www.belikeyou.eu . Official Facebook page and Instagram account of the project were created.

Day 2 finished at 13.00 Italian time.

DAY 3

On 10th December the partners involved in the first Transnational meeting of the project BELIKEYOU, met online at 15.00.

Day 3 started with discussion on IO1 development and all the partners agreed on the development strategy.

Colegiul Economic "Ion Ghica" as leading partner for IO1 presented a proposal for the IO1 development. The proposal is available at the following link:

<https://docs.google.com/presentation/d/1XZtMWzwe9LyMwxwEM1LfkS1y2CIDV9ddILKSUPZQtrY/edit?usp=sharing>

IO2 was presented by ARTES as leading partner for IO2 and discussion was opened on it. ARTES as coordinator integrated the IO1 proposal too. IOs Proposal of ARTES is available at the following link:

<https://drive.google.com/file/d/1hW2M-XzHuCXzVSUQaYu4fBvkyQm6kAll/view?usp=sharing>

Day 3 finished at 18.00 Italian time.

DAY 4

On 17th December the partners involved in the first Transnational meeting of the project BELIKEYOU, met online at 15.00.

Project financial management issues were presented by the Coordinator ARTES.

Bilateral agreements were presented to all the partners and are available at the following link:

After the signing of the Bilateral Agreements ARTES will shortly transfer the first payment to the partners.

It is given a week to the partners to comment and reply to the bilateral agreement proposed.

It was reminded about main approaches, tools and deadlines for financial monitoring and the same was done for objectives, main forms, rules and deadline for reporting.

Presentation on financial management issues and project progress report is available at the following link:

<https://docs.google.com/presentation/d/1lu3ADyXWdo43F1CVeVrZOzJcILd3hnlP1rowlXffavY/edit?usp=sharing>

The last day of the meeting continued with a dissemination update.

Dissemination plan was presented by ARTES as coordinator and is available at the following link:

<https://docs.google.com/presentation/d/1dlWbzE4ZfvBZf0ntPyy05CWwhjEUtfBKB8X4m-CgZdl/edit?usp=sharing>

Updates of the dissemination plan are agreed every 3 months.

Fundacja Jeden Uniwersytet will manage website and social media updates.

ARTES as coordinator created a project editorial plan available at the following link:

https://docs.google.com/spreadsheets/d/1vWig3QKkqwoxzD8RtFU6iz1lhUM_YdWSx3-cYpw13iw/edit?usp=sharing

The 4 day online Kickoff meeting closed after a short discussion on minutes of the meeting, certificates of attendance, lists of participants, deadlines and lists of main activities to be done by each partners (IO1-IO2) and following transnational meeting TPM2 in Poznan will be decide through a Doodle by the end of 2020.

The online kickoff meeting closed with Christmas and New Year's wishes by all the partners.

Meeting finished at 18.00 Italian time.

WHO IS DOING WHAT?

- ARTES as host of the meeting will send on monday 21st december 2020 the certificates of attendance to the partners' representatives.
- ARTES will create Doodle for definition of dates for TPM2 and C1 in 2021
- ARTES will set up the project website www.belikeyou.eu by the end of the month December 2020
- 4 EPAL KAVALAS will send to all the partners' representatives that attended the meeting the quality questionnaire at the end of the meeting and will give a week for replying.
- FUNDACJA JEDEN UNIWERSYTET will start from monday 21st december 2020 to manage website, facebook and instagram updates as planned in the project editorial plan
- ALL THE PARTNERS, guided by COLEGIUL ECONOMIC "ION GHICA", will start the development of IO1 as agreed during the kickoff project meeting: establishment of research criteria will be completed by the end of December 2020. Definition, development of research tools and models, instructions for the research will be delivered by the end of January 2021 in order to deliver focus group, interviews and administration of surveys in February 2021 at local level.

The Secretary of Online Kickoff Meeting

Luca TADDEI

